

City of Chattanooga, TN
Personnel Class Specification

Class code 0757

FLSA: Exempt

CLASSIFICATION TITLE: TRAFFIC ELECTRONICS SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/technical work functions associated with troubleshooting, repair, programming, testing, and maintenance of electronic/electrical traffic control equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts training activities.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Supervises and performs troubleshooting, repair, and testing of traffic controllers, conflict monitors, and ancillary equipment.

Supervises and performs repair/rewiring of traffic controller cabinets, repair of wrecked traffic controller cabinets, and building of test equipment and special projects.

Supervises and performs programming of traffic signal controllers, monitor cards, overlap boards, and school time clocks; re-synchronizes time clocks;

uploads/downloads controller data.

Coordinates equipment maintenance schedules; performs routine maintenance on electro-mechanical equipment and non-nema conflict monitors; performs routine monitor testing.

Exercises controller thumbwheels.

Attends meetings; serves on committees as needed.

Trains call-out personnel in cabinet troubleshooting.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, traffic control, or other software programs.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility van, traffic controller, conflict monitor, motion detector, loop detector, load switch, flasher, preemption system, digital time clock, oscilloscope, multimeter, testing equipment, soldering iron, drill, grinder, and mechanic tools.

Inspects/tests machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, lubricating equipment, replacing parts, cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of department parts, equipment, tools, or supplies; initiates orders for new or replacement materials; obtains price quotes or cost estimates; inspects materials upon delivery; tests and reports on new products.

Packs equipment and prepares for shipment as needed.

Maintains logs of equipment repair activities; maintains records of department activities.

Maintains updated intersection prints, drawings, setup chart book, and schematics.

Reads electronic schematics and electrical wiring prints.

Prepares or completes various forms, correspondence, reports, logs, signal complaint orders, lists, set-up charts, repair cards, technical reports, specifications, performance appraisals, and other documents.

Receives various forms, reports, time sheets, signal complaint orders, controller set-up charts, electronic schematics, electrical prints, phasing diagrams, drawings, specifications, manuals, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, outside agencies, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Testifies in court on behalf of the city as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs repair/maintenance of personal computer systems, which may include backing up data, replacing toner/paper, or downloading/uploading data.

Performs wire building for computer and/or terminal service.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in electronics; supplemented by three (3) to five (5) years previous experience and/or training that includes troubleshooting/repair of electronic devices/components and operation of personal computers; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain certification by the International Municipal Signal Association. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the

ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, rain, fumes, temperature extremes, electric currents, traffic hazards, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.